

DIVISION OF ADMINISTRATION

DOA POLICY NO.14

EFFECTIVE DATE: August 1, 2001

SUBJECT: Bonds and Crimes Loss Control Program

AUTHORIZATION:

**Whitman J. Kling, Jr.
Deputy Undersecretary**

I. PHILOSOPHY

To protect the Division of Administration (DOA) from financial and/or property losses resulting from any act and/or omission by employees in the performance of their duties.

II. ASSIGNMENT OF RESPONSIBILITY

Fiscal responsibility is shared between Whitman J. Kling, Jr., Deputy Undersecretary, and Gene Knecht, Director of the Office of Finance and Support Services. The specific duties assigned in areas covered under the Bonds and Crimes Loss Control Program are:

Property Control	Gene Knecht
Purchasing	Gene Knecht
Petty Cash	Gene Knecht
Timekeeping	As assigned by DOA Section Heads
Contracts/Grants	Gene Knecht

The Division's internal auditing process assures that all policies and procedures in conjunction with the above areas are conducted within a system of checks and balances and in compliance. The ISIS computer system also contains security safeguards which prevent certain actions without authority. Security access is granted the person occupying the position, SIS/SYS ADMIN

III PROPERTY CONTROL

Annual inventory of property is conducted and reconciled to reports. Discrepancies are investigated. Verifications are made to assure that all equipment over one thousand dollars (\$1,000.00) is reported to Office of Risk Management/Property Control and maintained in the data base system. The attached worksheet, "Tagging Movable Property", outlines specific procedures.

IV. PURCHASING

The Purchasing Officer reviews purchasing requests for appropriate approvals, conducts research on items to be ordered, and follows the Louisiana Procurement code in placing orders.

Vendor payments are processed in the Accounts Payable Section and are approved by the person occupying the Accountant Supervisor 2 position. The Purchasing Agent also maintains office supply inventory and submits requests to purchase items needed.

V. PETTY CASH

Petty Cash is maintained in a locked safe with access by only one employee. The Accountant Manager 1 serves as access backup. Specific procedures for disbursing cash from Petty Cash are outlined in the document "Petty Cash".

VI. TIMEKEEPING

Timesheets, leave request forms, and time entry into the ISIS HR system are monitored to assure compliance with payroll requirements. The Human Resources Analyst reviews and spot checks reports for accuracy and assures that division verification approvals and employee review signatures are present.

VII. CONTRACTS/GRANTS

Contracts/grants are developed according to the policies, procedures, and the rules and regulations of the Office of Contractual Review. Contracts/grants are reviewed for compliance to assure agreements are sound and that all required documentation is complete and all deliverables have been met. All contracts/grants are evaluated after completion of the agreements to ensure that the goals of the agreement are achieved and that the contractor has completed the terms in a satisfactory manner. Federal grant revenues are reconciled and audited on an annual basis.

**DIVISION OF ADMINISTRATION
TAGGING AND MOVABLE PROPERTY**

BUYER	<ul style="list-style-type: none"> • Forwards copy of all orders for "taggable movable property" * to agency Property Manager • Forwards copy of receiving report or other documentation of actual date received to agency Property Manager when taggable movable property is received.
AGENCY PROPERTY MANAGER	Tags movable property and enters required information into the online LPAA Property Management System within fourteen (14) days of receipt
BUSINESS SERVICES MANAGER	Receives invoices and stamps "TAGGABLE MOVABLE PROPERTY" on it. Forwards copy of invoice to Agency Property Manager
AGENCY PROPERTY MANAGER	Records the Property Tag number and the date it was entered into the Property Management System on the face of the invoice copy; returns invoice copy to Business Services Manager.
BUSINESS SERVICES MANAGER	Forwards invoice to OFSS for processing.
OFSS (TITLE/POSITION)	Reviews all invoices for taggable movable property to insure that the tag number and date entered into the Property Management System have been recorded. Forwards invoice to Accounts Payable for processing.

- * "Taggable Movable Property" is defined as equipment with a purchase cost of one thousand dollars (\$1,000.00) or more. It can be coded to Acquisitions, Object Codes 4400 through 4540, or Other Charges-Acquisitions, Object code 3750.

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PETTY CASH

EMPLOYEE	Obtains and completes petty cash advance receipt from petty cash custodian. Obtains approval from Fiscal Officer, Accountant Manager, Accountant Supervisor in OMF
PETTY CASH CUSTODIAN	Issues cash to employee and retains completed advance receipt.
EMPLOYEE	Proceeds with purchase and submits original invoice and returns any remaining cash to petty cash custodian
PETTY CASH CUSTODIAN	Completes petty cash receipt
EMPLOYEE	Signs petty cash receipt and obtains petty cash advance receipt from custodian.
PETTY CASH CUSTODIAN	Completes petty cash receipt and ISIS Expenditure Summary Forms at least quarterly

DIVISION OF ADMINISTRATION
PETTY CASH REIMBURSEMENT PROCEDURES

STATEMENT OF POLICY:

A petty cash fund is established to provide an agency with cash to be used for small purchases or expenses that cannot be paid for through the normal Accounts Payable process. Disbursements, reimbursements, and reconciliation for such fund must ensure the security of the funds.

PROCEDURE:

Agency

1. Petty cash expenditures at the agency level should be for small amounts of fifty dollars (\$50.00) or less for items not readily obtainable on credit. The petty cash custodian will follow agency procedures for petty cash disbursements.
2. When reimbursement is necessary, the petty cash custodian prepares Petty Cash Expenditure Summary and submits it to the agency designate for approval and transmittal to OFSS.
 - a. Records agency name.
 - b. Records organization, reporting category, and object code.
 - c. Records date prepared and submitted.
 - d. Records period covered.
 - e. Records dollar amount (should equal recouped). Receipt must be original and secured to petty cash voucher signed by the custodian and the person reimbursed.
 - f. Records brief description of item purchased.
 - g. Records total.
 - h. Records total amount of petty cash authorized.

- i. Records amount of petty cash on hand.
3. Reimbursement must be requested at least quarterly and by or before June 30 to restore petty cash fund to the approved level.

OFSS Administration

1. Date stamps and routes to the Petty Cash Accountant

Petty Cash Accountant

1. See Accounts Payable for payment procedure.